CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR COMPLETION	FILE LOCATION (Office No.)	RETENTION PERIOD	ARCHIVE LOCATION	ARCHIVE PERIOD
Property Management - Repair and Maintain KDP-P-1179-BASIC	**Request for Shipping (KSC Form 7-248)**	**CLCS Property Custodian**	**PCC Rm 3084**	**Until item is repaired and returned**	**N/A**	**N/A**
	CLCS Property.fp3 (database)	**CLCS Property Custodian**	**PCC Rm 3084**	**Until item is no longer on property account or until end of project**	**N/A**	**N/A**
	NASA Equipment Management System (NEMS)	**NASA/LO-SOD-1**	**NASA Wide (physical location unknown)**	**External/ Unknown**	**N/A**	**N/A**

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KENNEDY SPACE CENTER BUSINESS MANAGEMENT SYSTEM